

047 - SHERIFF COURT OPERATIONS

Operational Summary

Mission:

The mission of Sheriff Court Operations is to protect and to serve the judiciary and the public by ensuring a safe environment in the Superior Courts of Orange County. All orders of the Court shall be served and enforced with a commitment to providing those services in the most efficient, courteous, and cost-effective manner.

Strategic Goals:

- Provide a safe environment and effective security services in and for Orange County courts.
- Provide effective warrant enforcement.
- Provide cost effective and efficient civil processing.

COURT SERVICES - Court Operations: One of the primary responsibilities of the Department is security of the Courts. Courtroom security is achieved by Deputies and Sheriff Special Officers (SSOs) assigned to bailiff the courtrooms. Bailiffs maintain and preserve order in the courtrooms, ensure proper decorum by remaining ready to meet and control unusual situations, and act to protect judges, witnesses, defendants, and other members of the courtroom staff from harm. Additionally, bailiffs sequester juries during deliberations, provide information to Court clientele, schedule the arrival and departure of prisoners, and maintain custody of prisoners who have matters scheduled in their courtrooms. At the Lamoreaux Justice Center and the Central Justice Center, SSO security personnel patrol courthouse hallways and operate airport-style screening for the purpose of weapons interdiction. SSOs also staff the 24-hour Security Desk in the Santa Ana courthouse. Each of the aforementioned Court Operations is funded through Trial Court Funding.

Detention: Augmenting the bailiffs are the deputies responsible for the transporting and guarding of prisoners while at Court. Their duties include the operation of the court holding cells, booking defendants ordered into custody from the courtrooms, and standing guard while high-risk trials are in

At a Glance:

Total FY 2001-2002 Projected Expend + Encumb:	33,469,892
Total Recommended FY 2002-2003 Budget:	40,185,727
Percent of County General Fund:	1.64%
Total Employees:	421.00

progress. Approximately 120,500 adult prisoners are processed in the Orange County Courts each year. Temporary holding functions, unlike 24 hour jail functions are allowed under Rule 810 and the costs are, therefore, reimbursed by Trial Court Funding.

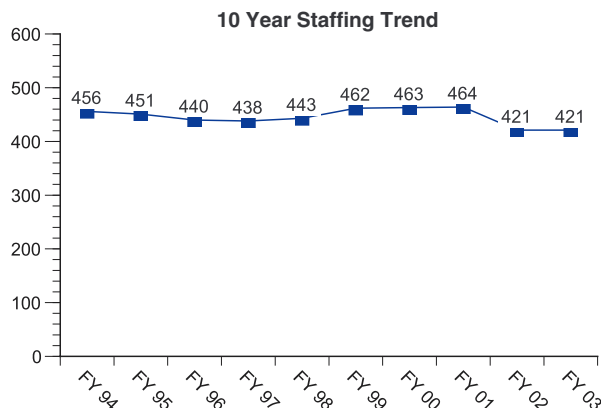
CIVIL PROCESS SERVICES - An important duty performed by Deputies, civilian technicians, and clerical support personnel in this area is the service of civil process. These employees have the responsibility for serving and enforcing the subpoenas, orders, notices, summonses, and other process of the Court. Civil field deputies seize property under Court order, sell property seized to satisfy judgments, and enforce orders to evict tenants. The Department is actively engaged in technical reviews and marketing plans that have the potential to reduce costs of operation and enhance the revenue-generating capacity of this service. These complementary goals will also provide a platform upon which an integrated network of user-friendly data gathering services may be expanded and connected with the Superior Court's system to track a case from start to finish.

WARRANT SERVICES - Court Operations' Warrant section is responsible for the service of felony and misdemeanor warrants of arrest. The investigators who serve them are front line peace officers. The Department expects to receive almost 76,000 warrants during the Year 2002. While misdemeanor warrants issued to Sheriff Court Operations have decreased in recent years, labor intensive felony warrants have increased. Sheriff Court Operations' aggressive warrant enforcement program ensures compliance with the legal requirements for due diligence, and serves as a deterrent for defendants that might otherwise have ignored Court orders.

ADMINISTRATION - Sheriff Court Operations Administration includes seven Lieutenants who have oversight responsibility for Special Operations, Justice Center bailiffing, perimeter security, Civil Process Services and Warrant Services. In addition to the salaries and benefits (S&EB) for the above staff, Services and Supplies (S&S) are budgeted in this activity that support general administrative purposes.

EXECUTIVE MANAGEMENT - This activity is comprised of the Assistant Sheriff for Sheriff Court Operations and the Assistant Sheriff's Executive Secretary.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- There have been no changes in total authorized staffing (421) during 2002.

Budget Summary

Plan for Support of the County's Strategic Priorities:

The Department fully embraces the County's employee incentive program. These programs are commonly referred to as PIP (Performance Incentive Program) and MPP (Management Performance Plan). These complementary incentive plans are designed to integrate the Business Plan with the individual performance goals that employees set during annual reviews.

Changes Included in the Recommended Base Budget:

Negotiated salary settlements and other rate adjustments, retirement rate increases due to implementation of 3 percent at age 50, and worker's compensation insurance increase.

Proposed Budget and History:

Sources and Uses	FY 2000-2001 Actual	FY 2001-2002 Final Budget	FY 2001-2002 Projected ⁽¹⁾	FY 2002-2003 Recommended	Change from FY 2001-2002 Projected	
					Amount	Percent
Total Positions	-	421	-	421	0	0.00
Total Revenues	27,223,798	28,466,182	26,659,554	31,919,198	5,259,644	19.73
Total Requirements	34,126,916	35,375,496	33,483,501	40,185,727	6,702,225	20.02
Net County Cost	6,903,118	6,909,314	6,823,947	8,266,529	1,442,581	21.14

(1) Requirements include prior year encumbrances and expenditures. Therefore, the above totals may not match FY 2001-2002 projected requirements included in "At a Glance" (Which exclude these).

Detailed budget by expense category and by activity is presented for agency: Sheriff Court Operations in the Appendix on page 420.